

IMPORTANT NOTICE FOR SPONSORS

Read this before submitting Form I-864

Please use this check list to assemble Form I-864 affidavit of support documents. Due to heavy workload considerations, the visa section will not accept affidavit of supports that are incomplete or have not been assembled correctly. (Note: This form is for your personal reference. You do not need to return it with the completed I-864.)

WHO NEEDS AN I-864:

Applicants for family-based immigrant visas, including orphans. (Self-petitioning widow/ers and battered spouses and children of U.S. citizens are exempt from this requirement.)

Applicants for employment-based immigrant visas where a relative filed the immigrant visa petition or has a 5 percent or greater ownership interest in the business that filed the petition.

CHECKLIST FOR PREPARING THE I-864:

Documents should be submitted in the following order:

I. PETITIONER'S DOCUMENTS:

Form I-864. The Petitioner in family-based cases, or the relative who either filed the petition or has ownership interest in the petitioning company in employment-based cases must complete an I-864 even if a joint sponsor submits an affidavit of support.

- All pages in correct order; 1, 2, 3, 4, 5, 6, and stapled together.
 - Each page filled out completely.
 - Part 7 signed by the petitioner (for employment-based cases, the relative) and notarized.
 - Complete federal tax returns with all supporting schedules for the 3 most recent tax years.
 - Each year's return must have all pages in the correct order and must be stapled together.
- **If you did not have to file a tax return:**
 - Attach a written explanation and a copy of the instructions from the Internal Revenue Service publication that shows you were not obliged to file. (Pages 7 and 8 of the 1997 1040 instructions provide information on most income tax obligations.)
 - **If assets are needed to meet the minimum income requirement:**

Evidence of assets with a cash value that equals at least five times the difference between your total household income and the poverty guideline for your household size:

 - **Example for a household size of 4:**

Poverty guideline.....	\$20,062
Sponsor's Income.....	\$18,000
Difference.....	\$2,062
Multiply by 5.....	X 5
Minimum required cash value of assets.....	\$10,310
 - Evidence of ownership, location and the value of each asset.
 - Evidence of liens, mortgages and liabilities for each asset (if any).
 - Evidence of current employment or self-employment, such as a recent pay statement or a statement from your employer on business stationery, showing beginning date of employment, type of work performed and salary or wages paid.

II. JOINT SPONSOR'S DOCUMENTS (IF REQUIRED):

Form I-864 completed by a joint sponsor if the petitioner's income does not meet the 125% income requirement. NOTE: The petitioner must also submit an I-864.

- All pages in correct order; 1, 2, 3, 4, 5, 6, and stapled together.
 - Each page filled out completely.
 - Part 7 signed by the joint sponsor and notarized.
 - Complete federal tax returns with all supporting schedules for the 3 most recent tax years. Each year's return must have all pages in the correct order and must be stapled together.
- **If you did not have to file a tax return:**
Attach a written explanation and a copy of the instructions from the Internal Revenue Service publication that shows you were not obliged to file. (Pages 7 and 8 of the 1997 1040 instructions provide information on most income tax obligations.)
 - **If assets are needed to meet the minimum income requirement:**
Evidence of assets with a cash value that equals at least five times the difference between your total household income and the poverty guideline for your household size.

- Example for a household size of 4:

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- Evidence of liens, mortgages and liabilities for each asset (if any).
- Evidence of current employment or self-employment, such as a recent pay statement or a statement from your employer on business stationery, showing beginning date of employment, type of work performed and salary or wages paid.
- Proof of U.S. citizenship or lawful permanent resident status.

III. HOUSEHOLD MEMBERS WHOSE INCOME AND ASSETS ARE TO BE CONSIDERED:

A separate form I-864 for each household member whose income and assets are to be considered.

- Each page filled out completely and stapled together.
- All tax, employment and asset documents must be assembled in the same manner as the sponsor's (see above) and attached to the correct I-864A.
- Proof of U.S. citizenship or lawful permanent resident status.
- Part 2 and Part 5 completed by sponsor and notarized.
- Part 2 or Part 4 and Part 6 completed by the household member and notarized.

IV. DOCUMENTS FOR THE PRINCIPAL IMMIGRANT AND ACCOMPANYING DEPENDENTS:

- **Principal Applicant:** Original signed and notarized I-864 and I-864A (if needed) and one complete set of supporting documents (tax records, employment letters, etc.) are needed for each principal immigrant.

- **Accompanying Dependents:** Each dependent must have a signed and notarized I-864 and I-864A (if needed). Copies of the principal's I-864 and I-864A may be used, but the sponsor's and notary's signatures must be original. (Photocopies of signatures and notarizations will not be accepted.) Copies of supporting documents are not required for dependents applying for visas or adjustment of status together with the principal applicant.